

## Statement of Deficiencies

### 5305-B: Liability Insurance

Not Met

Policy Name/Number : na

Dates of Coverage : na

#### Findings/Corrections

5305.B. The Provider lacked required documentation of current commercial liability insurance for the operation of the center to ensure medical coverage for children in the event of accident or injury. The provider shall be responsible for payment of medical expenses of a child injured while in the provider's care. Documentation to consist of the insurance policy or current binder that includes the name of the child care facility, physical address of the center(s), name of the insurance company, policy number, period of coverage and the explanation of the coverage.

### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. Center staff completed the school children's daily attendance record and the record did not include the NAME of the person to whom children were released. All had Mom, Dad, or Granma. Also, record failed to include the signature of the staff signing the children out. School children's record also failed to include the time the children left for school, the time they returned from school, and the time they left for the day.

The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

### 5305-I: Staff Attendance

Not Met

#### Findings/Corrections

5305.I. The center's staff daily attendance record did not accurately reflect persons on the child care premises at any given time as evidenced by [ only 2 of 6 staff present were signed into the center shortly after 1 p.m. ].

The daily attendance record for staff, including the director/owner, shall include the time of arrival and departure. Staff shall document their time of departure when not on the child care premises.

### 5307-A.4: Transportation Permission

Not Met

#### Findings/Corrections

5307-A.4. [ 3 ] of [ 9 ] children's records of children who were transported to school did not contain signed agreements between the Provider and the parent to transport children. The authorization for daily trip shall include the name of the child, type of service (i.e., to and from home, to and from school), parent's signature and date.

### 5308-B: Retention of Children's Records

Not Met

#### Findings/Corrections

5308.B. Children's records were not kept a minimum of one year from the date of discharge from the center. Child's last day in the center was [ 8/06/04 ] and record was not available.

### 5309-C: Administrative Duties

Not Met

#### Findings/Corrections

5309.C. The Director's duties did not consist only of administrative functions when the number of children in care exceeded 42 as [ records show director helps with school age children's class and census is above 42 early in the afternoon while she is teaching. Census decreases later in the afternoon. ].

## Statement of Deficiencies

### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for 2 staff.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for one staff. Note: 3 staff have 30 days to obtain theirs--please check at follow-up.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 4 staff.. Documentation of submission **[was not]** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

### 5312-B: Quarterly Training

Not Met

#### Findings/Corrections

5312.B. Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance. Last documented meeting was held on [ 4/14/04 ].

### 5312-E: CPR and First Aid

Not Met

#### Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [ 3 ] of [ 7 ] staff had documentation of this certification. The certification of 3 others expires 2/01/05.

Director said training is scheduled 2/19/05.

5312.E.3. The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [ 2 ] of [ 7 ] staff had documentation of this certification. Two of these expire 2/01/05. Director said training is scheduled for 2/19/05.

### 5319-A: Well Balanced and Nourishing Meals

Not Met

#### Findings/Corrections

5319.A. Well-balanced and nourishing meals and snacks as specified under the Child Care Food Program of the United States Department of Agriculture were not provided as [ peanut butter and jelly sandwiches, cheese puffs, peaches, and milk ] was served for [lunch ]. [A vegetable ] was needed to meet the requirements.

### 5319-D: Posted Menu

Not Met

#### Findings/Corrections

5319.D. Menu substitutions were not recorded on or near the **posted** menu as evidenced by lunch consisting of peanut butter and jelly sandwiches, cheese puffs, peaches, and milk. Posted menu stated lunch as chicken and dumplings, mixed vegetables, fruit cocktail, bread, and milk.

Also menu stated afternoon snack to be chocolate pudding, peaches, and milk. Instead preschool children were served 2 cookies, 2 cheese puffs, and milk while school age children had peanut butter and jelly sandwiches and milk.

### 5319-H: Infant Held While Bottle Fed

Not Met

#### Findings/Corrections

5319.H. Specialist observed a child placed [ in his crib ] holding his bottle without written permission from the parent.

### 5319-I: Propped Bottle

Not Met

#### Findings/Corrections

5319.I. Specialist observed an infant with a propped bottle. A bottle shall not be propped at any time.

## Statement of Deficiencies

---

### 5319-J: Daily Report for Infants

Not Met

#### Findings/Corrections

5319.J. The provider lacked a daily written report for [ 9 ] of [ 9 ] infants to include liquid intake, food intake, child's disposition, bowel movements, eating and sleeping patterns.

---

### 5325-J: Individual Labeled Space

Not Met

#### Findings/Corrections

5325.J. The center was not equipped with individual, labeled space for each child's personal belongings as evidenced by [school age children's hooks failed to be labeled.]

---

### 5327-O: Fire Drills

Not Met

#### Findings/Corrections

5327.O. The Provider did not have documentation on file that fire drills were conducted at least monthly at various times of the day. No documentation of fire drills was present after October 2004.

Documentation shall include:

- Date and time of drill;
- Number of children present;
- Amount of time to evacuate the center;
- Problems noted during drill and corrections noted;
- Signatures (no initials) of staff present.